DAVID A. VON MOLL, CPA
COMPTROLLER

COMMONWEALTH OF VIRGINIA
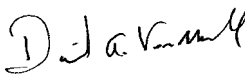
Office of the Comptroller

P. O. BOX 1971
RICHMOND, VA 23218-1971

November 1, 2002

MEMORANDUM

TO: Heads of State Agencies and Institutions

FROM: David A. Von Moll

SUBJECT: Statewide Savings Opportunity – Paperless Payroll

The Department of Accounts continually seeks ways to streamline and cut costs associated with payroll processing. Efforts in the 1990's focused on replacing paper checks with direct deposit. Payline, the Commonwealth's web-based pay-stub (http://payline.doa.state.va.us) introduced in July 2001, allows state employees paid through the central payroll system secure access to detailed information about their individual earnings, deductions, and leave balances, including a locally printable electronic pay-stub. The combination of these two technologies offers another opportunity for agencies and employees to participate in an effort that promises to produce additional statewide cost-savings: **elimination of the centrally printed Earnings Notice**.

Employees paid by the central payroll system who participate in both programs can now, with a few simple clicks of the mouse, elect to "opt out" of receiving their centrally printed earnings notice. A low cost Payline electronic pay-stub can be printed locally to serve as the official pay record when a printed copy is needed. Maximum participation will result in substantial central print cost savings. Your agency will also benefit from reduced distribution costs and employee inquiries. Enlisting every employee's participation in Direct Deposit and Payline is one belt-tightening activity that benefits everyone. I am asking for your support in a statewide campaign to achieve maximum enrollment in both programs.

A quick reference information sheet regarding Direct Deposit and Payline is attached. Additional information can be found on our web site at www.doa.state.va.us. CAPP Topic 50445 provides a description of the benefits of, rules governing, and methods of promoting direct deposit. The Employee Direct Deposit Authorization Form can be obtained at http://www.doa.state.va.us/docs/DOA_Forms.htm.   For information on Payline go to http://www.doa.state.va.us/procedures/Payroll/payrollintropage.htm and click on Payline.

C: The Honorable William H. Leighty
         Cabinet Secretaries

Direct Deposit and Payline
Quick Reference Information

The nearly 68,000 employees paid by the central payroll system who participate in Direct Deposit and 8,000 employees who participate in Payline already experience big advantages.

Direct Deposit –

- **Increases security and control** because the information and funds pass through fewer hands with less chance to be compromised or lost.
- **Saves time** that would otherwise be spent in bank teller or ATM lines.
- **Ensures that funds are deposited** even when employees are not in the office on payday, maximizing employee funds access and interest earnings.

Payline – http://payline.doa.state.va.us

- **Allows convenient, secure, and repeat access to printable personal payroll data (including an electronic pay-stub)** from anywhere with Internet access, whether at work, home, or the local library.
- **Provides access to earnings and deduction history for the entire year**, not just one pay period.
- **Allows <u>early</u> access** to pay information, 3-4 days before payday and receipt of centrally printed paper Earnings Notices.

New Payline Feature:

Employees can contribute towards central print and agency distribution cost savings by eliminating their centrally printed earnings notice.

- **Payline now allows employees paid through direct deposit to "opt out" of receiving centrally printed earnings notices –** a low cost Payline electronic pay-stub can be printed locally to serve as the official pay record when a printed copy is needed.